Sharing and Protecting Documents Active Listening Guide

**Co-authoring a document**

Where are two places you can save a Word 2010 document to collaborate with team members? Sky Drive or Sharepoint

When a coauthor logs in and begins to edit a document that you are viewing, how do you know? Message appears with the authors name beside it

How does word 2010 avoid conflicts in editing? Only allows one user at a time to edit.

**Viewing Documents on the Web**

Please read over the directions for Windows live and SharePoint.

**Working with documents by using word mobile 2010**

Read over directions

**Protecting a document: Make sure to choose launch.**

What are two reasons you would chose to protect a document?

When is the block feature available?

When you mark the file as final, the file becomes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Protecting a word 2010 document**

Please complete lab to be graded at a later time.

**Self Test – May be a good idea to write down the questions.**

Creating Complex Documents – Active Listening Guide

**Inserting Table of Contents and Footnotes**

What is the purpose of footnotes and endnotes?

**Creating a Mail Merge – Make sure to choose launch.**

What are five types of documents you can merge?

**Using the Mail Merge Feature –**

Please complete the lab to be graded at a later time.

**Self Test – May be a good idea to write down the questions.**

**Module Summary**

Write down 5 things you learned in this module:

Glossary

Write down the terms and the definitions.